

Fxd Moderate Means Supervising Attorney

Posting Details

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| Who We Are | <p>At Gonzaga we don't just state our mission. We live it every day as a Catholic, Jesuit, and humanistic University. It is the reason we exist and the foundation for our purpose: educating students for lives of leadership and service. From students to faculty and staff members, everyone here knows what we stand for – and they know how valuable our mission is to the success of our institution.</p> <p>Our competitive benefit packages are part of Gonzaga's commitment to care for the whole person. Packages include medical, dental, vision, life insurance, disability insurance, flexible spending accounts, retirement, tuition benefits, and other University-provided benefits.</p> <p>We also provide numerous resources which help bring balance to the complexities of work and personal life through our work/life and wellness programs.</p> |
| Position Title | Fxd Moderate Means Supervising Attorney |
| Department | Law Dean's Office |
| Classification | Non-Exempt |
| Job Summary | <p>This position is responsible for Gonzaga Law School's participation in the statewide Moderate Means Program (MMP). MMP is a collaboration among Gonzaga University School of Law, Seattle University School of Law, the University of Washington School of Law, and the Washington State Bar Association (WSBA), designed to expand access to affordable legal representation to individuals who are ineligible for free legal services but unable to afford such services at prevailing market rates.</p> |
| Work Schedule | Monday through Friday, times may vary |
| Hours per Week | 20 |
| Months per Year | 12 |
| Employment Status | Fixed-Term |
| Temporary or Fixed-Term Assignment End Date | 09/30/2021 |
| Total Rewards | DOE |
| Essential Functions | <p>MMP Program Management 70%</p> <p>Utilizes specialized legal knowledge to manage workflow, track client intake, assist students in the referral process, and ensure timely case handling and reporting. These functions to be performed mainly through MMP's online case management and case handling system.</p> <p>Supervises the intake and referral processes for Gonzaga's MMP program, and performs these functions when law students are unavailable.</p> <p>Works with MMP staff to manage the conflict check system by applying applicable rules of professional conduct in evaluating potential conflicts, and supporting students and staff in complying with ethical requirements established by WSBA.</p> <p>Works with law students, other law schools, and MMP staff to coordinate and improve case practices and procedures to the benefit of those seeking services through MMP.</p> <p>Drafts and provides reports and other documents to the WSBA.</p> <p>Supports MMP's engagement in the legal and non-legal communities to promote education and community awareness of pro bono resources.</p> <p>Recruitment, Training, and Supervision 20%</p> |

Recruits Gonzaga law students at a rate which would meet and support MMP's needs and requirements.
 Trains law students in MMP intake and processes, to include use of the online case management system, assessment of legal needs, and effective communication with clients.
 Provides day to day supervision of law students involved with MMP.
 Provides day to day supervision of the MMP Data Coordinator.
 Team and Operational Effectiveness:
 Meet regularly, at least once a month, with all direct reports
 Manage performance on an ongoing basis throughout the year
 Create and ensure opportunities for team development through multiple mechanisms and support recognition efforts that build morale
 Steward all resources, including budget, effectively and appropriately
 Meet operational targets, develop innovate solutions, and continuously improve department and operational efforts
 Support and contribute to hiring efforts that meet our operational and mission needs
 Develop and Support Inclusive Environments:
 Ensure all staff are effectively onboarded to their role.
 Actively build relationships and demonstrate a bias for collaboration.
 Address and resolve conflicts.
 Communicate regularly with all team members through multiple mechanisms.

Other Functions

Supervision Given/Received

The Supervising Attorney will be supervised by the Assistant Director of the Center for Civil and Human Rights. The Supervising Attorney will supervise the Moderate Means Program Data Coordinator/Gonzaga Law Staff Writer and students for the Moderate Means program.

Minimum Qualifications

- Juris Doctor degree
- Must be licensed to practice law in Washington
- 5+ years experience as a practicing lawyer
- Demonstrated commitment to access to justice for members of traditionally unrepresented or underrepresented communities
- Understanding of law school culture and curricula, and knowledge of the range of public service legal work
- Expertise in at least one of the legal topics that have been identified as Moderate Means Program priorities (i.e., family law, consumer law, housing law) and working knowledge of the other areas such as public benefits and employment law
- Ability to supervise a diverse group of student participants (experience supervising students is a desirable qualification although not a requirement)
- Ability to effectively communicate with a diverse group of clients, student participants, faculty, and attorney
- Outstanding organizational skills
- Ability to serve as an effective public representative for the Law School and the WSBA Moderate Means Program
- Technical computer skills required to create and manage multiple complex data bases.
- Ability to work varied hours as needed.
- Ability to travel by car and air as needed.

Desired Qualifications

The ability to speak languages other than English is a desirable skill for this position and applicants are encouraged to include such information in their applications.

Physical Demands

Normal office work requires the ability to lift up to 20 pounds, reach, bend, kneel, stoop, sit, and move about campus as needed. Wrist and hand movements required for keyboarding. Ability to work varied hours as needed. Ability to travel by car and air as needed.

Open Date

12/11/2020

Close Date

Open Until Filled

Yes

**Application Review
Begins On**

01/04/2021

**Special Instructions to
Applicants**

EEO Statement

Gonzaga University is a Jesuit, Catholic, humanistic institution, and is therefore interested in candidates who will contribute to its distinctive mission. Gonzaga University is a committed EEO/AA employer and diversity candidates are encouraged to apply. All qualified applicants will receive consideration for employment without regard to their disability status and/or protected veteran status.

Clery Statement

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
The safety of all members of the campus community is of vital concern to Gonzaga University. Information regarding crime prevention advice, the law enforcement authority of Campus Security, policies concerning the reporting of any crimes which occurred on the campus (and other specified locations), other security and safety-related policies, as well as the crime statistics for the most recent 3-year period may be found in the Campus Safety and Security Guide and Annual Fire Safety Report. The Gonzaga-In-Florence Safety & Security Guide is also available. A copy of the report can be found online at www.Gonzaga.edu/Clery. A paper copy of the Campus Safety & Security Guide and Annual Fire Safety Report or the Gonzaga-In-Florence Safety & Security Guide may be obtained by contacting the Student Development Office on main campus, College Hall 120. The Florence Guide may also be obtained on the Florence campus in room 105.

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you have a Juris Doctor degree?
 - Yes
 - No
2. Are you licensed to practice law in Washington state?
 - Yes
 - No
3. Please speak to your experience practicing law.
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents